

# Role Description



## Apprenticeship Professional Discussion Assessor Degree Apprenticeship End Point Assessment

**This role description gives an overview of the role of the Apprenticeship Professional Discussion (APD) Assessor within the End Point Assessment (EPA) process of the Level 7 [Chartered Town Planner Degree Apprenticeship](#).**

### The role

As part of the EPA process for the Chartered Town Planner Degree Apprenticeship, there is a requirement for Apprentices who have successfully passed through the Gateway, to complete a Professional Discussion. This is the first method of assessment and will take place with either a Fellow or Chartered Town Planners appointed as APD Assessors by the RTPI. The APD Assessors, who will be selected and trained by the RTPI on an annual basis with a service agreement each year, will play an important role in what is part of a new route to becoming a Chartered Town Planner. Alongside APC Assessors, APD Assessors will be central to ensuring that the RTPI's high professional standards are maintained.

It is vital that APD Assessors carry out the Professional Discussions in a timely, thorough, and professional manner, to ensure that all apprentices receive both a consistent standard of assessment and constructive feedback on their performance. Professional Discussions will be recorded and internally quality checked, with initial training meetings for new assessors as well as annual assessor training for all APD Assessors.

We are planning on recruiting and growing a pool of APD Assessors to ensure there are enough to complete the discussions and provide written feedback in the required timeframe.

APD Assessors can also be APC Assessors, but good time management is essential, and you should be comfortable that one role will not impact the other. We will also ensure that you are not an APD Assessor and an APC Assessor for the same candidate.

### What's involved?

Working with a co-assessor throughout, you will:

- Review Reflective Journals submitted by apprentices in advance of discussions.
- Prepare questions from an approved bank and use probing questions as appropriate to assess satisfactory achievement of the particular occupational skills and behaviours outlined in the [Chartered Town Planner End Point Assessment Plan](#).
- Undertake 50 minute online Professional Discussions with apprentices to assess the relevant occupational skills and behaviours
- Agree an overall outcome with your co-assessor after the Professional Discussion. Provide clear, concise, constructive, and consistent written feedback to successful and unsuccessful candidates
- Attend and participate in annual assessor training and online training modules.

## What's expected of you?

- Making sufficient time available to be able to prepare for and undertake online Professional Discussions of approximately 50 minutes length during the working day
- Providing feedback by agreed deadlines. (We estimate the whole process of preparation, Professional Discussion and writing feedback should, on average, take around 3.5 hours overall).
- Assessing and providing feedback on further Professional Discussions if required
- Carrying out assessments in accordance with the guidance and best practice set out in the APD Assessor Handbook
- Attending annual training conducted by the RTPI and completing any online assessor training modules as directed by the RTPI
- Reading and having regard to the Degree Apprenticeship End Point Assessment guidance and all supplementary resources that are available to candidates
- Notifying the RTPI Apprenticeship Lead of any potential conflict of interest arising in connection with this role, within a set period following an invitation to a Professional Discussion or as soon as any conflict arises
- Observing the confidentiality of all discussions and outcomes
- Responding promptly to the RTPI Apprenticeship Lead queries on assessment feedback
- Meeting the service levels set out in an Assessor Service Agreement.

The number of Professional Discussions undertaken can be discussed and agreed. There will be at least three published dates on different days every month to choose from. We are expecting approximately 100 Apprentices to apply to complete their Professional Discussion in 2023, and possible resits and retakes. A commitment to undertake a minimum of 10 assessments is desirable, spread over three to five days in a year with 36 days to choose from. The number of assessments in one day can vary but would not exceed three. We do not expect any individual APD Assessor to undertake more than 20 Professional Discussions in a calendar year.

## About you

You will be a Chartered or Fellow Member of at least three years standing.

This role will suit Members with:

- A desire to be part of a new and progressive route to membership
- Excellent communication skills, with an ability to put people at ease whilst being able to probe and challenge apprentices on their responses relating to the skills and behaviours that need to be demonstrated
- Good general IT skills and ability to set up and record online meetings unaided
- Some experience of line managing, assessing, interviewing, coaching or mentoring
- Good analytical skills and the ability to summarise information effectively.
- A good understanding and experience of the planning system in England, as the Chartered Town Planner Degree Apprenticeship operates in England only
- A willingness to work collaboratively with other APD Assessors
- A keen interest in professional standards and development, including a willingness to provide positive and constructive feedback
- A strong commitment to planning and the RTPI's strategic objectives and vision.

APD Assessors are not able to be mentors of any Apprentices or have direct links with the apprentice, or the training provider or employer of any apprentice they assess. APC Assessors can apply, although to ensure fairness and impartiality, they would not be able to undertake the Professional Discussion and assess the APC submission of the same candidate.

## In return

- You will receive valuable CPD that you can use in your annual Professional Development Plan
- You will gain new online and business skills which will be transferable to other aspects of your assessor and work roles
- You will get support from RTPI staff and your peers to effectively carry out the role
- You will be championing the planning profession and helping to support a new pipeline of planners
- You will receive an honorarium for each assessment undertaken

## Key dates

Online training for this role will be delivered via MS Teams on both **12<sup>th</sup> & 17<sup>th</sup> January 2022**. You must be available to attend **one** of these dates.

**Key contact:** Apprenticeship Lead - [epa@rtpi.org.uk](mailto:epa@rtpi.org.uk)